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**Subdivision approval**

***This info sheet outlines the steps and approvals that are necessary to have your land subdivided.***

### **When do I need subdivision approval?**

You must have subdivision approval to divide or reconfigure any privately titled lot. This generally includes dividing land into additional parcels, combining two or more lots into one, making boundary adjustments, lot enlargements, condominium surveys and in some cases, long term leases.

### **Where do I apply for subdivision approval?**

Three jurisdictions are responsible for subdivision approval in the Yukon:

- City of Whitehorse
- Dawson City
- Yukon Government

Whitehorse and Dawson City control subdivision within their own boundaries. The Yukon Government's Community Land Planning Branch is responsible for all other subdivision requests.

### **May I subdivide my land?**

There are a number of factors that determine if it is feasible or possible for you to subdivide your land. Besides physical site considerations such as topography, access and utilities, there may be planning, zoning or other regulations that control subdivision by specifying

particular land uses or minimum lot sizes.

If you are considering subdivision, you should first discuss your preliminary proposal with the Community Land Planning Branch.

### **How do I apply for subdivision approval?**

In Whitehorse or Dawson, you must apply directly to the municipality for subdivision approval.

In all other cases, submit your subdivision application, along with a non-refundable filing fee of \$100 plus GST, to the Community Land Planning Branch.

Your application must include:

- a completed Subdivision Application Form, signed by all property owners. You must include a sketch plan, drawn to scale, outlining the subdivision proposal, lots, roads, existing and proposed structures, etc.;
- a copy of your Certificate of Title (available from Yukon Land Titles Office);
- proof that your property taxes are paid; and
- a letter of authority to proceed to subdivision approval from the Manager, Lands Client Services, Lands Branch in the creation of new parcels from Yukon land.

*General info:* [www.community.gov.yk.ca/general/communitydevelopment.html](http://www.community.gov.yk.ca/general/communitydevelopment.html)

*Map viewer:*  
[maps.gov.yk.ca/imf.jsp?site=miningLands](http://maps.gov.yk.ca/imf.jsp?site=miningLands)

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## **ADMINISTRATIVE JURISDICTIONS**

### **YUKON GOVERNMENT**

Controls the majority of all vacant land in the territory.

### **ENERGY, MINES AND RESOURCES**

**Lands Branch** accepts applications to sell, lease, develop and use land under Yukon government control.

**Agriculture Branch** administers Yukon agricultural and grazing programs.

**Minerals Management Branch** administers placer and quartz claims, rights and use in the territory.

**Forest Management Branch** administers timber permits and forestry planning.

### **COMMUNITY SERVICES**

**Community Development Division** develops planned subdivisions and local area plans, manages zoning regulations in rural Yukon, administers subdivision outside Whitehorse and Dawson City, and provides mapping services.

### **YUKON FIRST NATIONS**

Control their own settlement lands.

### **MUNICIPALITIES**

Administer lands, community plans and zoning bylaws within their jurisdictions.

Whitehorse and Dawson City also control subdivision within their boundaries.

*The Government of Canada, through Natural Resources Canada, Canada Centre for Cadastral Management provides maps and plans for a fee.*

## What happens after I submit my application?

First, your subdivision application is reviewed by the Community Land Planning Branch to make sure that your proposal complies with Yukon laws and regulations. Then it is distributed to several agencies for technical review. Lastly, the Subdivision Approving Officer approves, approves with conditions or denies the application. This process normally takes between 30 and 90 days.

If the application is approved, you must hire a Canada Lands Surveyor to have the land surveyed. The Survey Plan must be registered with the Land Titles Office within 12 months of the approval date.

If you don't agree with the decision of a Subdivision Approving Officer, in most cases, you may make an appeal.

## Are there any other fees?

If your subdivision is approved, there is a \$100 fee for each additional new lot that is created, to a maximum of \$1,000.

For example, if only one lot is divided into 6 new lots, you must

pay \$500 for the 5 additional parcels created.

## What other consents might I need?

Before any sale can take place, you may have to provide the Land Titles Office with the consent of anyone who holds a mortgage or other interest against your property. The Land Titles Office can provide you with more information.

## When can I sell my newly subdivided land?

You may sell the new lot(s) after the final Plan of Survey is registered at the Land Titles Office and you have raised title to the new lot. Your Canada Lands Surveyor will be able to advise you of this process.

You may sell your new parcel(s) as you would any other property, either privately or through a real estate agent.

For further information, please contact Community Land Planning Branch at:

Phone: (867) 667-8945

or toll free: 1-800-661-0408 ext 8945

fax: (867) 393-6258

## CONTACTS

### YUKON GOVERNMENT

#### ENERGY, MINES AND RESOURCES *Lands Branch*

Tel: (867) 667-5215

Toll free: 1-800-661-0408, ext 5215

Fax: (867) 667-3214

land.disposition@gov.yk.ca

- land applications, sale of developed lots, land use permits

#### COMMUNITY SERVICES

##### *Community Land Planning Branch*

Tel: (867) 667-8945

Toll free: 1-800-661-0408 ext 8945

Fax: (867) 393-6258

- subdivision and zoning in rural Yukon

##### *Building Safety*

Tel: (867) 667-5741

Toll free: 1-800-661-0408 ext 5741

Fax: (867) 393-6249

- building and construction permits outside Whitehorse

##### *JUSTICE - Land Titles*

Tel: (867) 667-5612

Toll free: 1-800-661-0408 ext 5612

Fax: (867) 393-6358

#### YUKON HOUSING CORPORATION

##### *Loans Administration*

Tel: (867) 667-8114

Toll free: 1-800-661-0408 ext 8114

Fax: (867) 667-3664

- lot financing, A/S program

### OTHER AGENCIES

#### CITY OF WHITEHORSE

##### *Planning Services*

Tel: (867) 668-8335

Fax: (867) 668-8395

- development cost charges  
- land planning and zoning

##### *Building Inspection*

Tel: (867) 668-8340

Fax: (867) 668-8395

#### CITY OF DAWSON

Tel: (867) 993-7400

Fax: (867) 993-7434

- subdivision approval  
- land planning and zoning

#### NRCAN CANADA CENTRE FOR CADASTRAL MANAGEMENT

Tel: (867) 667-3950

Fax: (867) 393-6707

- legal survey maps, plans, approvals

#### ENVIRONMENTAL HEALTH SERVICES

Tel: (867) 667-8391

Fax: (867) 667-8322

- septic systems